



MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE DELHI-110096



26.03.2025

Office Order

It is often seen that members of the teaching and non-teaching staff of the college avail leave and then apply for its approval at a later stage. It has also become a practice to send email to the college staff intimating their absence from duty while there is no information to the Reporting Officer/Teacher-In-charge/Principal.

Leave cannot be claimed as a matter of right and it should always be sanctioned before availing except in case of exigency.

Leave Application form is available in the college office as well as college website. All the employees must apply for approval /sanction of leave in the prescribed format only.

In case of an exigency employees may avail leave by intimating their emergency absence to office on the email: **leave@mac.du.ac.in** and a copy of the same may be shared with Reporting Officer /Teacher-In-Charge & Principal.

It is once again reiterated that leave should be availed only after its approval /sanction and it should be applied for well in advance in the prescribed format only.

Sanjeev Kumar Tiwari
27/3/2025

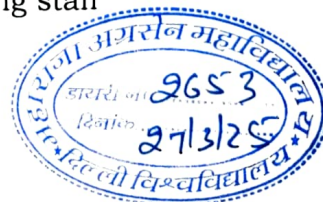
Prof. Sanjeev Kumar Tiwari
Principal

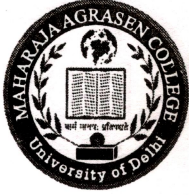
प्राचार्य / Principal

महाराजा अग्रसेन कॉलेज / Maharaja Agrasen College
दिल्ली विश्वविद्यालय / University of Delhi
वसुंधरा एंक्लेव, दिल्ली-96 / Vasundhara Enclave, Delhi-96

Copy to:

1. S.O. Admin/S.O. Accounts
2. All Teaching & Non-teaching Staff
3. Library
4. Notice Board-Teaching & Non-teaching staff





MAHARAJA AGRASEN COLLEGE

(University of Delhi)

Vasundhara Enclave, Delhi-110096

Application Form for Leave

1. Name : _____
2. Designation : _____ 3. Department : _____
4. Leave availed from _____ To _____
5. Nature of Leave: [Casual/Earned/Compensatory/Medical/Others (Please specify) _____]
6. Grounds on which leave is applied for _____
7. Address during Leave Period : _____
8. During leave who will manage the work assigned : _____

Date : _____

Signature of Applicant

For office use only

1. Nature of Leave applied : _____
2. Number of Leave in credit : _____
3. Number of days for which Leave has been availed : _____
4. Leave Balance : _____

Leave Recommended / Not Recommended

HOD

Leave Approved / Not Approved

Principal

Acknowledgement

Received leave application from Dr./Mr./Mrs./Mr. _____ for _____
(Kind of leave) from _____ to _____ vide college Diary No. _____ dated _____

Signature of Dealing Assistant